

STANDARD FORM NO. 64

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TO : Chief, Intelligence School

DATE: 30 July 1957

FROM : Chief, Administrative Training Faculty

SUBJECT: Weekly Report No. 31, 24 July - 30 July 1957

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1. Operations Support #27 started on 29 July with a first week's enrollment of [ ]

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2. Budget & Finance Procedures #3 started on 29 July with an enrollment of [ ]

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3. [ ] from the office of the SSA/DDS is attending selected lectures in Budget & Finance Procedures as an observer.

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5. As the new Summary B. Accounting procedure is now in effect, a tentative schedule for Budget & Finance Procedures has been arranged. These dates are: 29 July - 9 August, 3 - 13 September, 7 - 18 October and 12 - 22 November. This schedule has been given to [ ] Deputy SSA/DDS and [ ] Training Officer for the Office of the Comptroller, as well as to the OTR Registrar.

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6. The Office of the Comptroller is planning a program of instruction in Budgeting & Accounting for their own personnel. [ ] discussed this with [ ] for their recommendations. A question was brought up by [ ] regarding the purpose of Operations Support and Operations Familiarization. After explaining the objectives of Operations Support, it was suggested that [ ] compare his experiences in Operations Support with [ ] who took Operations Familiarization, and talk with [ ] or his representative for further information on Operations Familiarization.

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7. The training manual pertaining to supply procedures for Field Case Officers has been completed in final form, based on comments made by the Office of Logistics and [ ] Chief of the CI Staff, [ ] [ ] did not wish to review the manual as long as the CI Staff had approved the content. At the request of [ ] the manual has been resubmitted to the Office of Logistics for their official

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concurrence and in turn will be submitted to [ ] for same. Upon receipt of these concurrences the manual will be submitted to Mr. Baird for presentation to Mr. Karamessines for discussion and approval before submission to the Director of Training for final approval prior to publication.

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8. [ ] had several hours' discussion with Messrs. [ ] of WE Division and [ ] of FE Division. [ ] obtained valuable background information from the experiences of these case officers.

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9. [ ] attended the Intelligence Exhibit, Intelligence Orientation.

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10. [ ] attended a day long tour of OCR/DDI.

11. The charts and organization of a sample State Department Mission abroad requested from the State Department for use in Operations Support and Administrative Procedures have been received.

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12. [ ] who has resigned to accompany her husband on an overseas assignment in September, left our office on 26 July. Mrs. [ ] who joined our staff in April of this year has taken over as the senior Training Assistant. [ ] a summer employee of this office, applied as a replacement for the job left vacant by [ ] and the necessary arrangement through OTR personnel has been made. This is obviously an excellent solution for the Operations Support faculty.

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